Learning Courses Guide

TMP Portal

Purpose	Use this guide as a Trainee to provide instructions on how to access and review your required Learning Courses using the Training Management Platform.
Intended Audience	All Trainees
Context	This guide is designed to help the Trainees manage and complete functions related to Learning Courses.

How to use this document:

The document is structured into 3 sections, representing 3 key Learning Courses Guide for Trainees learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon ▶ and then the 'bookmark' icon ⚑.
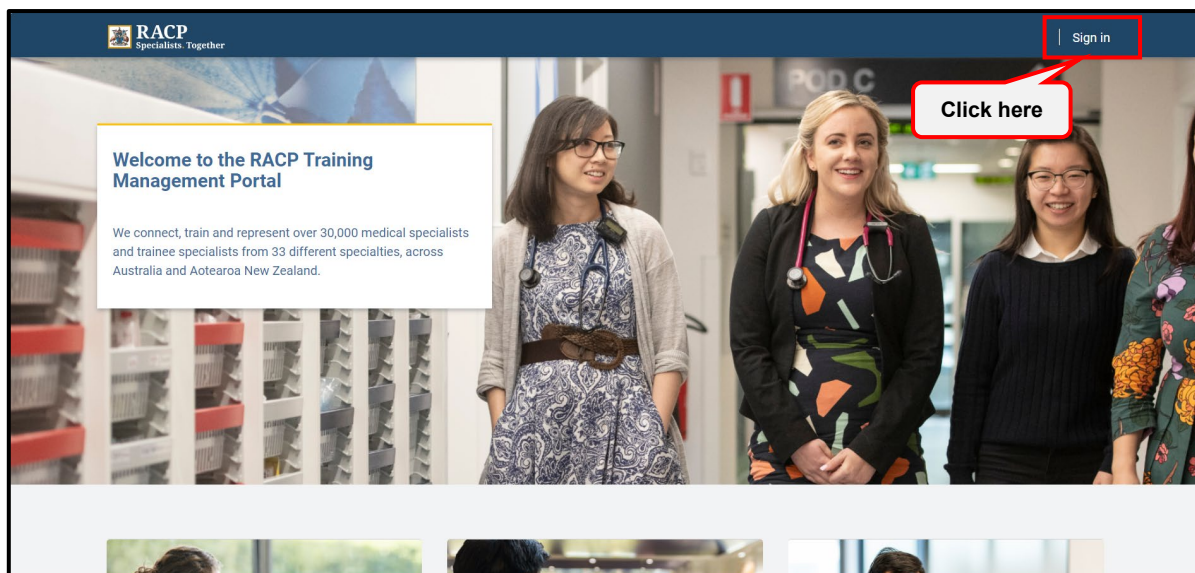
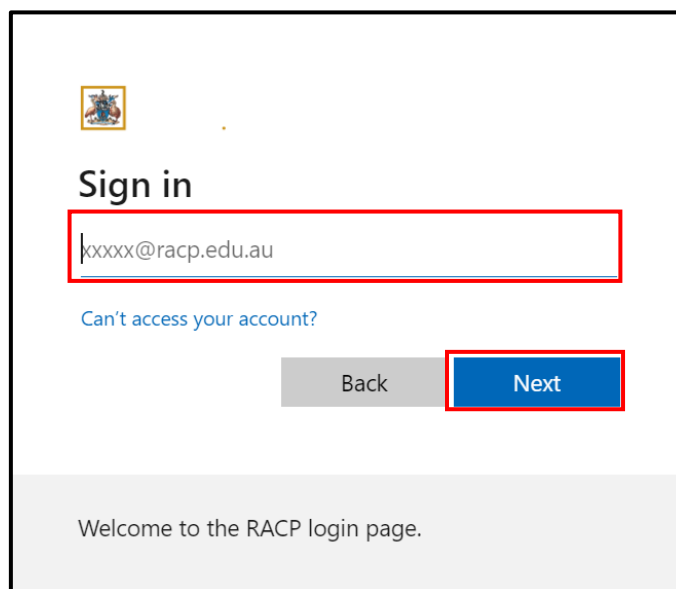# Contents

Section 1: Login to the Portal

Context: Use these instructions to log into the Training Management Platform (TMP) Portal as a Trainee.

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.

Figure 1

2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.

Figure 2

3. Enter your password and click **sign in**. Refer to **Figure 3**.

Figure 3

Section 2: Learning Courses

Section 2.1: View and access your Learning Course

Context: Use these instructions as a trainee to view and access your Learning course requirements in the Training Management Platform (TMP) Portal. Your Learning courses can be viewed in My Training page via multiple ways as covered in subsequent steps.

The learning courses required for RACP training programs will differ between training programs. Some courses are hosted on the RACP eLearning platform and other courses you may be required to complete are provided by an external organisation.

RACP eLearning courses: The learning courses are housed on the RACP eLearning platform. From TMP, you will be prompted to navigate to the eLearning portal to complete the required course. Once you have completed the learning course on the elearning platform, completion will be automatically logged in TMP as meeting the training program requirement.

Navigation Via your Training program under Training Programs section

1. Navigate to **Landing page** > **My Training** in the Navigation menu > **My Training** page. Refer to **Figure 91.**

2. Click on your Training Program to open it (under **Training Programs** section). Refer to **Figure 4.**

Figure 4

3. Navigate to the **Assessment Requirements tab** > **Program Requirements** section, which shows your Assessment requirements, and click on the assessment requirement that shows **'Learning Course'** under the **Assessment Tool** column in the grid. Refer to **Figure 5.**

Figure 5

4. On the **Assessment Requirement – Details** page, you can view the **Learning Course** details. Refer to **Figure 6.**

Figure 6

Navigation Via My Training via Assessment Requirements Due Next

1. Navigate to **Landing page** > **My Training** in the Navigation menu > **My Training** page. Refer to **Figure 7**.

Figure 7

2. Scroll down to **Assessment Requirements Due Next** section, which shows all your Assessment tools due. For the Learning Course you want to open, click on downward arrow under **Actions** and select **View details**. Refer to **Figure 8**.

Figure 8

3. On the **Assessment Requirements Details** page, you will be able to view the details regarding your **Learning Course**. Refer to **Figure 9.**

Figure 9

4. To access your course, scroll down to the **Course URL** field and click on the hyperlink. This will navigate you to another tab, external to the TMP Portal where you will undergo your course. Refer to **Figure 10.**

Figure 10

Section 2.2: Submit evidence you have completed a required training course

Context: Use these instructions as a trainee to submit additional information for Learning Course. Some training programs require trainees to complete a learning course that is provided by an external organisation, for example an Advanced Life Support (ALS) course. If your training program requires you to complete a specific learning course, you will be required to upload evidence that you have completed the learning course in order to show you have completed the program requirement.

1. Follow the instructions in **Section 2.1** to access your Learning Course.

2. Scroll down to the **Evidence File** section and click on **Add files** button to upload your documentation. Refer to **Figure 11.**

> **Note:** *Once you click on **Add files**, click **Choose files** to browse and select the documents to be uploaded and click **Add files.***
>
> *To delete or replace a file you have uploaded, select '**Overwrite existing files'** and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).*
>
> *There are certain file types that aren't supported: ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess,ini, cab, and pif files.*

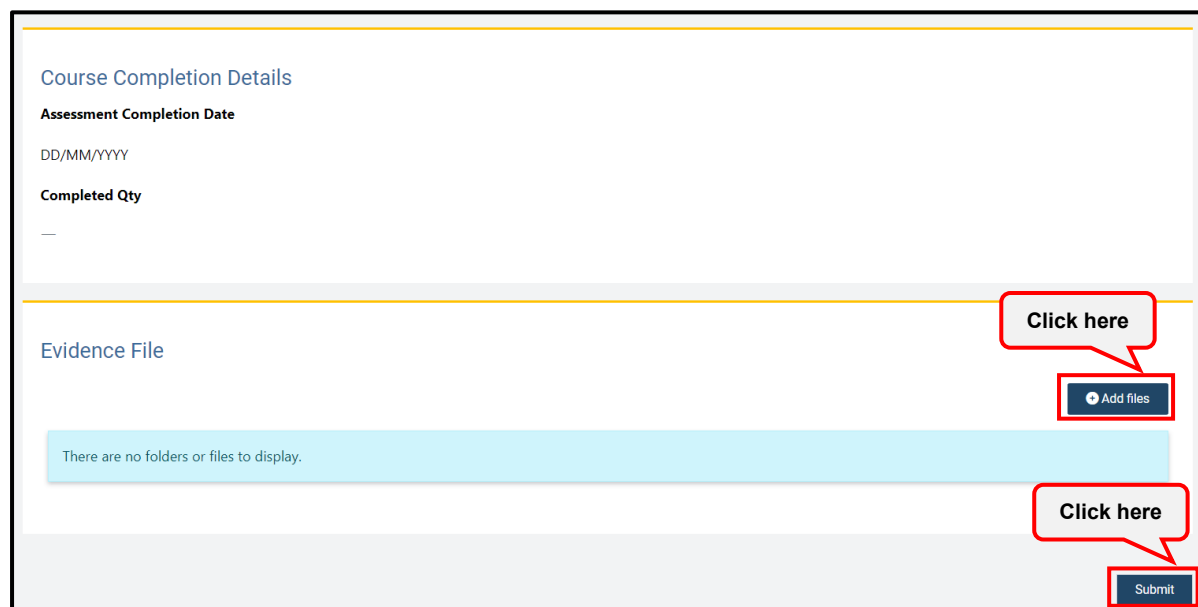3. Once the documents are uploaded, click **Submit**. Refer to **Figure 11.**

Figure 11

Section 3: Summary of Outcomes

The Learning Teaching & Assessment Tool Guide for Trainees is now complete. You now have instructions to:

- Login to the Training Management Platform (TMP) Portal as a Trainee
- View and access your Learning Course
- Submit additional information for your Learning Course